

## County of Sullivan, NH

**Type of meeting:** Board of Commissioners First Business Meeting of 2013 – Election of Officers, Committee Appointments and Other Business  
**County:** Business  
**Date/Time:** Wednesday, January 2, 2013, 9:00 AM  
**Place:** Newport, NH – County Administration Building, 1<sup>st</sup> Floor, Commissioners Conference Room

**Attendees:** Commissioner Bennie Nelson – Chair, Jeffrey Barrette – Vice Chair, and Ethel Jarvis, Greg Chanis – County Manager, Liz Hennig – Communities United Regional Network Coordinator, Seth Wilner – UNH Cooperative Extension Agricultural Educator / Office Manager, and Sharon Callum – Administrative Assistant / Minute Taker.

9:00 AM The Chair, Bennie Nelson, called the meeting to order.

### Agenda Item No. 1. Election of Officers

**9:04 The Chair entertained a motion to elect the following for offices:**

- 1. Chair: Jeffrey Barrette**
- 2. Vice Chair: Bennie Nelson**
- 3. Clerk: Ethel Jarvis**

**Motion was seconded by: Barrette. Voice vote: All in favor.**

### Agenda Item No. 2. Committee Appointments and/or Discussion

#### Agenda Item No. 2.a. S.C. Conservation District (SCCD) Committee

Mr. Chanis noted Commissioners had not served on this committee previously, but were welcomed by new SCCD Manager and the Advisory Board members.

**Commissioner Bennie Nelson accepted an appointment to the committee.**

Commissioner Ethel Jarvis would like to sit in on meetings as well.

#### Agenda Item No. 2.b. S.C. Criminal Justice Coordinating Committee (SCCJCC)

Commissioner Nelson accepted re-appointment to the SCCJCC and is current Chair of the committee - **all Commissioners** are members on the committee.

#### Agenda Item No. 2.c. S.C. Nursing Home Trust Fund (SCNHTF) Committee

**Commissioner Ethel Jarvis** accepted appointment to the SCNHTF Committee.

#### Agenda Item No. 2.d. UNH S.C. Cooperative Extension Advisory Board (UNHSCCEAB)

Commissioner Barrette accepted appointment to the UNHSCCEAB. Mr. Wilner noted Representative Linda Tanner was the new Delegate on the Board; he discussed term length of members; invited the County Manager to participate and for Comm. Nelson

to continue as farm business member; he noted, Comm. Nelson has been helpful on the Board with input, where he's drawn the line, and feedback and has been a positive voice in helping to preserve the county; the Board meets at 6:00 p.m. on the second Monday in January, and the next two meetings will be very informative: Wilner and Trybulski will present their work at the next meeting, the second meeting will focus on Luther's and Kennedy's work; plus, a brief 'thing' with budget.

Agenda Item No. 2.e. Greater S.C. Commission on Wellness (GSCCW) Committee

A copy of the GSCCW Overview and current member list [Appendix A.1-2] was distributed. Commissioner Barrette will continue to serve as the Chair of the GSCWC. Ms. Hennig discussed various fund opportunities to sustain efforts; and future discussions needed on path the County wants to take. Chanis reminded the Board of the two programs the County provides fiscal oversight for: Public Health Network (PH) and Regional Network (RN); the State's Request For Proposal they anticipate being issued in next two weeks that should be a collaboration of the two programs; their uncertainty of what the RFP will look like; the regions for each – county, PH and RN. He noted, once the RFP is issued and they see the deliverables, they can dedicate a portion of their meeting to decide on next steps for the two programs - the program coordinators would be included in those discussions. Chanis discussed the funding proposal – for County to create a department to umbrella the two programs – the proposal was submitted to NHCF, but denied. The group briefly discussed various differences in each program's region vs. county borders, the feedback from various program partners, and a couple of the items purchased through the grants. The group concurred with assessing County priorities and program values, at a later meeting. Hennig added, they are resisting potential funding opportunities that align with their efforts until they know what the RFP holds and how the County wants to proceed.

**Non Agenda Item    Future Collaborations with UNH Cooperative Extension, Conservation District, and County**

Mr. Wilner discussed the desire of UNH Cooperative Extension, the new Conservation District Manager, and the County Manager, to meet and discuss how they can work together on future County matters; he proposed they be on each other's committees. Mr. Chanis confirmed the upcoming FY '14 budget process is a nice process to begin the frame work for these plans and expects to meet with them both on how pieces fit together. Barrette feels attending the various meetings beneficial, but not necessary to be a member of each one.

**Agenda Item No. 3. County Mangers Report, Greg Chanis**

Non Agenda Item    VetCorps Project Overview

Mr. Chanis distributed a CADCA – Community Anti-Drug Coalition of America – Overview of VetCorps Project – VISTA document [Appendix B]. Commissioners viewed an *Overview of Project, Expectations of Host Sites, What You Can Expect From CADCA and What You Can Expect From the National Guard Bureau* document

[Appendix C.1-3]. Hennig confirmed \$6,000 comes from CADCA, with New Hampshire Charitable Foundation (NHCF) awarding a smaller amount; they identified national candidates - which are not 'panning out'; they've put a call out, locally; person would receive a stipend for: living expense, child care, and mileage; County provides use of a laptop, phone, and office space for person when they are not traveling to develop contacts. Chanis anticipates office space being at the Unity County Complex, feels it's a '*great program*' and is excited about getting it going. Hennig confirmed 'match' pertains to funds from NHCF.

Agenda Item No. 3.a. FY '14 Budget Discussion

The *FY '14 Budget Meetings / Financial & County Reports - Time Line Time* document [Appendix D] was distributed; during the department head presentation day, they will receive rate information, review County's BudgetSense accounting software data entry format; goal: not to exceed 16% increase. Chanis pointed out the timeframe of when commissioners meet with department heads will be a two week period Monday through Friday.

Agenda Item No. 3.b. County Grant Application Discussion

A package of documents including: the *Grant Application Policy & Procedure* [Appendix E.1-2], *Grant Application Process* [Appendix F], application [Appendix G.1-8], and PowerPoint slide [Appendix H] to be circulated, was viewed. They will place re-adoption of the *Grant Application Policy & Procedure* on their next agenda.

Agenda Item No. 3.c. County Property: Marshall Pond Area Plantings Update

An aerial photo of the *2012 SCC Shrub Thicket Plantings 1600 stems* document [Appendix I] was circulated - photo shows the following shrub species and where they were planted: Fragrant Sumac, Northern Arrow-wood, Alternate Leaf/Gray/Yellow Osier/Red dogwoods, Wild Rasin, Bayberry, Mt. Ash, and Elderberry. Nelson noted there are posts for a sign, but no sign.

Agenda Item No. 3.d. Organizational Chart

A copy of the County's organizational chart reflecting an update of title to County Manager and dotted lines removed, was distributed. Mr. Chanis requested the word "District" be added to "Conservation".

**9:56 Motion: to approve the organizational chart, with "District" added.**

**Made by: Barrette. Seconded by: Nelson. Voice vote: All in favor.**

**Agenda Item No. 4. Commissioners' Report**

Agenda Item No. 4.a. Old Business

No old business.

Agenda Item No. 4.b. New Business

Comm. Nelson read an obituary of Emmons "Skip" Jenkins Jr., a Sunapee resident who recently passed away at the County's nursing home; the article indicated: *'he has received the loving care of many over the past two years'* while he at the Sullivan County Health facility. Nelson had spoken to a family member, who indicated Mr. Jenkins's son is writing a letter to the County that he'll share when it's received.

Comm. Barrette attended a *'round table discussion'* at River Valley College, Friday, with Governor Elect Hassan; he represented himself as a Claremont citizen, a business owner, and a County Commissioner; most who attended expressed concerns about future funding and budget priorities; the newly elected Governor is required to submit a budget by Jan. 20<sup>th</sup>.

Comm. Nelson noted he had not noticed any new certificates issued for employer support of employees who participate in the National Guards and questioned if one was received, or, if any County employees participated. Chanis will check into this.

**Non Agenda Item Financial Documents**

Mr. Chanis distributed financials and will provide a quick analysis at the next meeting.

**Agenda Item No. 5. Public Participation**

Ms. Hennig distributed a document titled *SWAT of Sullivan County – Strengths Weaknesses and Analysis Team* [Appendix J.1-4], and indicated this was an update/summary about the juvenile work - an offshoot of the Sullivan County Criminal Justice Coordinating Committee. The SCCJCC meets Jan. 17<sup>th</sup> [Thursday, 11 AM, in Newport].

**Upcoming Event:**

Tue., Jan. 15<sup>th</sup> 2:00 p.m. Commissioners' compliance tour takes place at the Department of Corrections in Unity, with their regular business meeting to immediately follow at 3:00 p.m. Chanis noted the new Community Corrections Center plaque is ready for viewing.

**Agenda Item No. 6. Meeting Minutes Review**

Chanis confirmed the Crescent Sno-riders Club discussion, during the 12/18/12 meeting, pertained to permission to continue use of County land for their trail system.

Agenda Item No. 6.a. Dec. 18<sup>th</sup> 3:00 PM Public Meeting Minutes

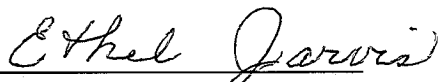
**10:43 Motion: approve, as printed, the 12/18/12 meeting minutes. Made by: Nelson. Seconded by: Barrette. Voice vote: Barrette & Nelson in favor. Jarvis abstained from the vote.**

**Other Business**

Comm. Nelson indicated former Commissioner, John M. Callum Jr., would like to stay involved in the County Land Use Committee, should they reactivate the committee.

**10:45 Motion: to adjourn. Made by: Nelson. Seconded by: Jarvis. Voice vote: All in favor.**

*Respectfully submitted,*

  
Ethel Jarvis, Clerk  
Board of Commissioners

EJ/sjc

Date minutes approved: 1-15-13



**Wednesday January 2<sup>nd</sup>, 2013**  
Sullivan County NH, Board of Commissioners

**Business Meeting**  
**AGENDA - Revised**

**Location: Newport Remington Woodhull County Complex**  
14 Main Street, Newport NH 03773

- |                   |    |   |
|-------------------|----|---|
| 9:00 AM – 9:05 AM | 1. | Election of Officers                                    |
|                   |    | a. Chair  |
|                   |    | b. Vice Chair   |
|                   |    | c. Clerk  |
| 9:05 AM – 9:15 AM | 2. | Committee Appointments and/or Discussion                |
|                   |    | a. S.C. Conservation District Committee                 |
|                   |    | b. S.C. Criminal Justice Coordinating Committee         |
|                   |    | c. S.C. Nursing Home Trust Fund Committee               |
|                   |    | d. S.C. UNH Cooperative Extension Committee             |
|                   |    | e. S.C. Wellness Commission                             |
| 9:15 AM – 9:35 AM | 3. | County Manager's Report, <i>Greg Chanis</i>             |
|                   |    | a. FY '14 Budget Discussion <i>Time Limit</i>           |
|                   |    | b. FY '14 County Grant Application Discussion           |
|                   |    | c. County Property: Marshall Pond Area-Plantings Update |
|                   |    | d. Organizational Chart Update                          |
|                   |    | e. Any other old or new business                        |
| 9:35 AM – 9:55 AM | 4. | Commissioners' Report                                   |
|                   |    | a. Old Business   |
|                   |    | b. New Business   |
| 9:55 AM – 10:05AM | 5. | Public Participation                                    |
| 10:05AM – 10:10AM | 6. | Meeting Minutes Review                                  |
|                   |    | a. Dec. 18 <sup>th</sup> 3:00 PM Public Meeting Minutes |

The times reflected on this agenda, other than the start time, are estimates. Actual time will depend on level of interest and participation.



10:10AM

7. Adjourn meeting

*Upcoming Events / Meetings:*

**Jan 11<sup>th</sup> Fri.**

**S.C. Wellness Commission Meeting**

- **Time:** **9:00 AM**
- **Place:** Claremont, NH – Claremont Savings Bank – Moody Building

**Jan 15<sup>th</sup> Tue.**

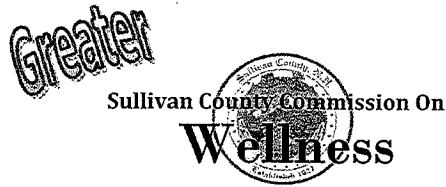
**County Commissioners Tour & Meeting**

- **Time:** **2:00 PM DOC-CCC Compliance Tour**
- **Time:** **3:00 PM Regular Business Meeting**
- **Place:** Unity, NH – 5 Nursing Home Drive, Sullivan County Health Care Facility, Frank Smith Living Room – 1<sup>st</sup> Floor
- Building

**Jan 17<sup>th</sup> Thu.**

**S.C. Criminal Justice Coordinating Committee Meeting**

- **Time:** **11:00 AM**
- **Place:** Newport, NH – 14 Main Street, Commissioners Conference Room



## Commission Overview

“A good solution solves multiple problems” – Richard Jackson

Sullivan County has taken a unique approach to community health through the development of the Greater Sullivan County Commission on Wellness. Improving health holistically within the community is the driving force for this group’s action plan. This plan will examine the top wellness challenges for the county and devise a strategic action plan to address the challenges across the board from the built environment to the health care system. It is when community members look beyond themselves and recognize that everyone has a role to play in creating a healthier society that we will begin to see changes.

### **History of the Commission:**

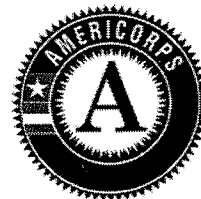
In response to the fractured county collaboration and the National Public Health restructure, Communities United Regional Network and the Public Health Network of Sullivan County met with the Sullivan County Commissioners to devise a plan to address county health and wellness in a holistic fashion. 60 participants from a wide array of sectors were invited to 5 meetings during the spring of 2012 to view the community obstacles to health from four categories: health care, healthy behaviors, social and economic factors, and the physical environment. A group of participants agreed to continue meeting to implement their action plan which addresses these obstacles and collaboration challenges.

- Commission’s Mission
  - Identify and leverage assets of the community to enable citizens to create a healthy lifestyle and a desirable place to live and work.
- Goals:
  - Focused coordination of Community Assets
  - Information Dissemination
  - Integrate the community resources to work together toward a healthier community.
- Funding
  - The Commission on Wellness is a collaborative effort between the Commissioners of Sullivan County, Public Health Network, New Hampshire Charitable Foundation, and the New Hampshire Bureau of Drug and Alcohol Services.



- Current Members

|                  |                                      |
|------------------|--------------------------------------|
| Jeff Barrette    | Sullivan County Commissioner         |
| Barbara Brill    | Community Alliance of Human Services |
| Anne Burge       | Pregnancy Center of the Upper Valley |
| Pat Crocker      | Upper Valley Lake Sunapee Planning   |
| Bob Dearborn     | Alcoholics Anonymous                 |
| Lisa Devalk      | Claremont School District            |
| Larry Flint      | NH Senior Games                      |
| Liz Hennig       | Communities United Regional Network  |
| Chris Hultquist  | Pregnancy Center of the Upper Valley |
| Gail Kennedy     | UNH Cooperative Ext.                 |
| Jessica McAuliff | Public Health Network                |
| Deb Mozden       | Turning Points Network               |
| Pam Spear        | Colby-Sawyer College                 |
| Bridgett Taylor  | Communities United Regional Network  |




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## Veterans and Military Families Corps (VetCorps)

### Overview of VetCorps Project – VISTA

This information sheet is being provided to coalitions that are considering becoming a Host Site for a VetCorps member. VetCorps members build coalition and community capacity to serve military service members and their families who reside in the coalition's service area.

CADCA, in partnership with the National Guard Bureau's Prevention, Treatment and Outreach (PTO) program, has been selected to receive a National VISTA grant from the Corporation for National & Community Service (CNCS) to support military service members and their families. Up to 73 full-time VetCorps-VISTA members will serve in local community coalitions in 19 states throughout the country.

Coalitions that host a VetCorps member are being asked to do so because there are military service members and family members in their community who have unmet needs, which have been exacerbated by the impact of military deployment and the economic downturn. Host coalitions are being asked to identify the local conditions that are presenting the largest challenges for military families in their area and to create plans involving multiple community sectors to alleviate these challenges. The VetCorps member will support the implementation of the coalition plan and will work under the supervision of the Host Site Supervisor, a designated coalition staff person.

The specifics of the program are as follows. The VetCorps member will be selected by the Host Site Supervisor and will be housed at the coalition. VetCorps members will be military service members or a family member of a service member. Each member will provide a full year of service (365 days) and will receive an annual living allowance. The living allowance is paid directly to VetCorps members by the federal government. In addition, members will receive health insurance and be covered under FICA through the federal government. VetCorps will provide approximately 50% of the member living allowance and The Host Site will cover the remaining \$6,000 and other in-kind costs. The rest of the costs, including expenses for the VetCorps member's relocation will be covered by CNCS. Upon successful completion of service, VetCorps members are eligible for non-competitive status for federal employment.

CADCA will provide overall management and administration of the program and training for Host Site Supervisors and VetCorps members. CNCS will cover the cost of travel for training Host Site Supervisors and VetCorps members. Local travel for each member to conduct VetCorps business will be covered by The Host Site according to site's travel policies.

## 1. Overview of Project

The following information will help Host Sites better understand the VetCorps project's goals. It will also help Host Site Supervisors answer questions VetCorps members and site staff may have about VetCorps and our members.

### **VETCORPS GOALS**

To support veterans and military families by:

- Increasing the number of veterans and military families (VMF) receiving services and assistance by establishing partnerships and developing collaborations with communities to help create a network and safety net of support similar to that of military bases;
- Increasing the capacity of community institutions and civic and volunteer organizations to assist local VMFs in several areas:
  - Enhancing opportunities for healthy futures for VMF focusing on access to health care and health care services, with an emphasis on substance abuse prevention, treatment and outreach;
  - Facilitating the provision of and access to social, mental and physical health services to VMF;
  - Enhancing economic opportunities for VMF (focusing on housing and employment); and
- Increasing the number of veterans engaged in service opportunities

### **ROLE OF VETCORPS MEMBERS**

- Assist coalitions with developing and carrying out a locally developed plan to increase services and support to VMF (especially the National Guard) to include health, behavioral health care and enhanced economic opportunities

## 2. Expectations of Host Sites

### **WHAT WE EXPECT OF HOST SITES**

Program expectations for host sites include:

- Manage VetCorps projects at their site;
- Provide office space, supplies and equipment for the VetCorps member to conduct business
- Select and supervise a full-time (32-40 hours per week) VetCorps member

## Overview of VetCorps Project – VISTA

- Arrange and be responsible for providing on-site orientation and training for all incoming VetCorps members within the first month of their service
- Provide a safe and healthy work environment for the VetCorps member
- Participate in site visits and evaluations
- Participate in monthly conference calls and/or training webinars
- Maintain copies of membership agreements, timesheets, Host Site Agreements and quarterly reports. The Host Site agrees to retain such records as the Sponsor may require for a period of three years after completion or termination of the project, or longer if required for administrative proceedings and/or litigation purposes, and to provide access to such records to CADCA for the purpose of litigation, audit or examination
- Submit Project Progress Reports within the required time frame. Progress reports shall be due to CADCA on or before 5<sup>th</sup> of each month
- Approve project logs, timesheets and performance measures
- Act as first point of contact for questions and concerns
- Provide on-the-job transportation or compensation for such
- Provide a cash match for the VetCorps member's living allowance; \$6,000 per full-time VetCorps member per year
- Allow VetCorps members opportunities to participate in local and/or national emergency disaster relief efforts if needed in the event of a disaster. All VetCorps Program policies, terms and conditions remain in effect and benefits and protections will remain in place while the member is on special relief duty
- Allow VetCorps members to participate in Days of Service, e.g., Martin Luther King, Jr. Holiday, National Volunteer Week, should activities be organized in the communities where the members are in service
- Report to CADCA, within 24 hours, the unscheduled departure of VetCorps members and otherwise keep CADCA timely informed of unscheduled changes of status and conditions of VetCorps members, such as arrests, hospitalization, and absence without leave
- Ensure that persons selected as VetCorps members to serve at the Host Site are not related by blood or marriage to project staff, CADCA or Host Site staff, officers or members of CADCA or Host Site Board of Directors, or responsible Corporation program staff

**WHAT YOU CAN EXPECT FROM CADCA**

- Support for all aspects of operation
- Overall project management
- Training and technical assistance for VetCorps members and Host Sites
- Recruitment assistance
- Assistance with fundraising and sustainability planning

## Overview of VetCorps Project – VISTA

- Technical assistance and support for your coalition in the development and implementation of your local strategic plan to serve local VMF
- National visibility for your local site activities
- Local data collection and evaluation support
- Outgoing support to ensure the project is on track
- Guidance on AmeriCorps process and allowable activities
- Promptly respond to written requests by the Host Site to remove any VetCorps member from the project in accordance with the CADCA's and the AmeriCorps\*VISTA program's policies and procedures

### **WHAT YOU CAN EXPECT FROM THE NATIONAL GUARD BUREAU:**

- Support from your state's Prevention Treatment and Outreach Prevention Coordinator
- In-kind administrative staff support
- In-kind trainer costs, lodging costs and per diem costs

### **For additional information, contact:**

**Tanya A. Hills, ICPS, MPP  
VetCorps Project Manager**

**thills@cadca.org or (703) 706-0560 x238**

**CADCA (Community Anti-Drug Coalitions of America)  
625 Slaters Lane, Suite 300  
Alexandria, VA 22314**

## COUNTY OF SULLIVAN, NH

**FY 14 BUDGET MEETINGS \ FINANCIAL & COUNTY REPORTS - TIME LINE**

|   | Jan.<br>2013                | Feb  | March         | April                       | May  | June   | July | August | September |
|---|-----------------------------|--|---------------|-----------------------------|--|--|------|--------|-----------|
| <b>Activity \ Event</b>   |                             |  |               |                             |  |  |      |        |           |
| County Manager Budget Format Presentation and forms to Dept Heads & Elected Officials                               | Jan. 16, Wed. 12:30pm - 3pm |  |               |                             |  |  |      |        |           |
| Department Heads & Elected Officials Submit Budgets to the County Manager   | Jan. 31, Thu.               |  |               |                             |  |  |      |        |           |
| Manager Reviews Budgets with Department Heads & Elected Officials   |                             | Feb. 12, Tue. - Feb. 15, Fri. and Feb. 25, Mon - Feb. 28, Thu. |               |                             | Time TBA   |  |      |        |           |
| Submit Newspaper-Slide Ad for County Grants <i>(Grant deadline: Friday, Mar. 15, 2013)</i>                          |                             | Feb. 12, Tue.  |               |                             |  |  |      |        |           |
| County Manager Submits Budget to the Commissioners  |                             |  | Mar. 22, Fri. |                             |  |  |      |        |           |
| Commissioners Review Budgets w\Dept. Heads (EFC Invited) Comm's decide on day of week*                              |                             |  |               | Apr. 1, Mon. - Apr. 12 Fri. |  |  |      |        |           |
| Grant Applications Review   |                             |  |               | Apr. 8, Mon.                |  |  |      |        |           |
| Commissioners Finalize Budget & Sign MS46   |                             |  |               |                             | May 7, Tue.  | Tentative Date                                     |      |        |           |
| EFC Delegates Budget Review Meeting (TBA)   |                             |  |               | TBA                         |  |  |      |        |           |
| Budget (MS-46) Mailed to Delegates, Town \ County \ State Officials (RSA 24:21-a.II.): Deadline (Prior to May 31st) |                             |  |               |                             | May 8, Wed.  | Tentative Date                                     |      |        |           |
| Preliminary FY 13 Audit Preparation   |                             |  |               |                             | TBA  |  |      |        |           |
| Submit Ad for the Public Hearing <i>(Placed at least 3 days prior to Hearing).</i>                                  |                             |  |               |                             | Depends on Public Hearing date   |  |      |        |           |
| Public Hearing <i>(RSA 24:23 10-20 days after MS-46 mailed)</i>   |                             |  |               |                             | Based on the deadline of when MS-46 mailed: Sometime between 5/18, Sat. - 5/28, Tue. |  |      |        |           |
| Target Date for EFC Proposed Budget Recommendations   |                             |  |               |                             |  | Jun. 14, Fri                                       |      |        |           |
| Biennial Deadline for setting County Official Salaries (RSA 23:7 and 655:14 / Prior to 6/4/2014)                    |                             |  |               |                             |  |  |      |        |           |
| County Convention <i>(RSA 24:21-a.III)</i>  |                             |  |               |                             |  | TBA (28 days from mailing of MS46): After June 5th |      |        |           |
| Audit of County Financials  |                             |  |               |                             |  | TBA: Possibly Aug. 5, Mon. - Aug. 9, Fri.          |      |        |           |
| MS42 w/signed <u>approved</u> Convention Minutes deadline (RSA 24:21) Deadline (Mail prior to Sept. 1st)            |                             |  |               |                             |  | TBA  |      |        |           |
| Audit Exit Interview: Review Financials and Management Letter   |                             |  |               |                             |  |  |      |        | TBA       |
| County Report: deadline to send to state/towns (RSA 30:1)   |                             |  |               |                             |  |  |      |        | Sep. 1st  |

\* A separate Comm's budget review schedule w/Dept. Heads will be available once approved

## Sullivan County Board of Commissioners

### Grant Application Policy and Procedure

#### Statement of Purpose:

The Sullivan County Board of Commissioners recognizes and endorses the current procedure of providing financial assistance to non-profit agencies located within Sullivan County. The Commissioners also acknowledge their fiduciary responsibility and are obligated by State Statutes to act as overseers to any and all funds allotted to the County from the taxpayers of Sullivan County and other regulatory / governmental entities. It is with these intentions the Sullivan County Board of Commissioners establish a "Grant Application Policy and Procedure."

#### Policy:

The Sullivan County Board of Commissioners may include in the annual budget an account that establishes a disbursement of grant resources to non profit agencies. The intent of these funds is to give support and to assist the applying non profit agent during the developmental stage of establishing a program. Additionally, these funds may be used to maintain existing programs that fall within the parameters of this policy. The amount of the line item account will be 1 - 2% of Fund 10 / General Fund. **Please note; when calculating the total Fund 10 amount, the line item for County Grants should not be included.**

#### Procedure:

**A. Provision of Notice:** The Sullivan County Commissioners Office will advertise throughout local media sources the availability of "Grant Applications."

1. It will be the responsibility of the applicant to attain the Grant Application and to be mindful of the process.

**B. Grant Application:** Attachment "A."

1. To be considered, the Grant Application must be returned on time.
2. The Grant Application must be fully completed or it will not be considered.

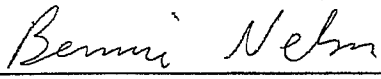
**C. Prerequisites:**

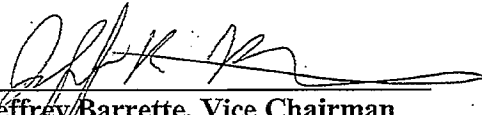
1. All applying agencies must make their program(s) available to the majority of Sullivan County's municipalities.


Policy & Procedure Effective Date: February 20, 2007  
See motion @ 5:01 PM

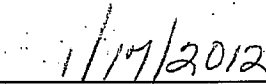
Readopted by the following Board on: January 17, 2012  
See motion @ 4:46 PM Page 8

Sullivan County Board of Commissioners

  
Bennie Nelson, Chairman

  
Jeffrey Barrette, Vice Chairman

  
John M. Callum, Clerk

  
Date



## Grant Application Process

Thank you for expressing your interest in attaining a Sullivan County grant application. As indicated in our recent ad, the deadline for the applications is 4:00 p.m., Friday, March 15, 2012.

~~3~~

All organizations who have submitted a completed application will have an interview with the Board of Commissioners, the Executive Finance Committee of the Sullivan County Delegation and the County Manager. We will advise you of your appointment in writing.

During your interview, you will have the opportunity to provide a brief overview of the program and your organization. The panel may require additional information. Any material requested, should be submitted promptly.

County grants are just one part of the County budget. Once the interviews are completed, and the Board of Commissioners has reviewed the County Manager's recommendations for the entire County budget; a Public Hearing will be held to present the Board of Commissioners budget to the Full Sullivan County Delegation. This hearing will be posted at least three days in advance.

The Delegation reviews and then deliberates the budget during their County Convention, with the final budget decisions published in the Eagle Times. Additionally, you will be notified by mail.

Please contact the Commissioners' Office 863-2560 if you have any questions.

### County Contact Information:

Sullivan County Commissioners Office

14 Main Street, Suite 1

Newport, NH, 03773

Tel. (603) 863-2560

Fax. (603) 863-9314

Email: [commissioners@sullivancountynh.gov](mailto:commissioners@sullivancountynh.gov)

**SULLIVAN COUNTY**  
**INSTRUCTIONS FOR APPLICANT ORGANIZATIONS**

**A. GENERAL INFORMATION**

1. Please return this application by: **MARCH 15, 2013, FRIDAY, 4 PM.**
2. Thirteen copies of all forms must be returned on white paper.
3. Other similar forms may be used to substitute for Form 2 (statistics), Form 3 (goals/objective), and Form 4 (budget). If other forms are used, they must contain all requested information in a clear and understandable format.
4. County grant funds will **NOT** be used for any type of administrative services without the approval of the County Commissioners and the Executive Finance Committee.
5. **Under no circumstances** should County grant funds be used for meals, alcohol and conferences.
6. **This application must be fully completed or it will not be considered.**

**B. SUPPORT MATERIAL: One copy of the following material must be included:**

- ☐ Names & addresses of all board members, offices.
- ☐ Current and proposed salary schedule for all employee positions for the current fiscal year and the proposed fiscal year.
- ☐ Detailed budget profile showing actual income and expenses for the past completed fiscal year.
- ☐ Detailed budget profile for the current fiscal year showing total budget for the year, actual income and expenses to date, accounts receivable and payable, and fund balance.
- ☐ Narrative statement explaining significant differences (if any) between current and proposed budgets.
- ☐ Copy of your tax exempt status letter from the Department of Treasury if not already on file at the County Office.
- ☐ Copy of your most recent financial audit.
- ☐ Organization chart.
- ☐ Organizational mission statement.
- ☐ Narrative statement explaining the specific use(s) of the County grant funds.

C-2

**SULLIVAN COUNTY COMMISSIONERS  
14 MAIN STREET  
NEWPORT NH 03773**

**PROPOSAL FORM 1**

1. ORGANIZATION: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_ PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_
2. YOUR ORGANIZATION'S FISCAL YEAR: FROM: \_\_\_\_\_ TO: \_\_\_\_\_
3. DATE YOUR ORGANIZATION WAS FORMALLY FORMED: \_\_\_\_\_
4. ARE YOUR FINANCES AUDITED? \_\_\_\_\_ LAST FISCAL YEAR AUDITED: \_\_\_\_\_  
BY WHOM? \_\_\_\_\_
5. WHAT IS YOUR IRS TAX EXEMPT NUMBER? \_\_\_\_\_
6. YOUR PREVIOUS 3 YEAR'S REQUESTS & ALLOCATIONS FROM SULLIVAN COUNTY:

| YEAR | AMOUNT REQUESTED | AMOUNT ALLOCATED |
|------|------------------|------------------|
|      |                  |                  |
|      |                  |                  |
|      |                  |                  |

7. Please list all programs operated by our agency in the lettered space below. Please be consistent and maintain the same letter for the same program throughout this proposal. Also indicate the amount of money you are receiving this year and requesting next year from Sullivan County for each program.

|       | PROGRAM | RECEIVING THIS YEAR | REQUESTING FOR NEXT YEAR |
|-------|---------|---------------------|--------------------------|
| A.    |         |                     |                          |
| B.    |         |                     |                          |
| C.    |         |                     |                          |
| D.    |         |                     |                          |
| E.    |         |                     |                          |
| F.    |         |                     |                          |
| TOTAL |         |                     |                          |

## SULLIVAN COUNTY

PROPOSAL FORM 2**1. ORGANIZATION:**

- 2. Please indicate all towns (inside and outside Sullivan County) where your programs are available and the number of people served by town and program during the past year.**

| Towns / city |  | NUMBER OF PEOPLE SERVED BY PROGRAM(s) |   |   |   |   |   |
|--------------|--|---------------------------------------|---|---|---|---|---|
|              |  | a                                     | b | c | d | e | f |
| Acworth      |  |                                       |   |   |   |   |   |
| Charlestown  |  |                                       |   |   |   |   |   |
| Claremont    |  |                                       |   |   |   |   |   |
| Cornish      |  |                                       |   |   |   |   |   |
| Croydon      |  |                                       |   |   |   |   |   |
| Goshen       |  |                                       |   |   |   |   |   |
| Grantham     |  |                                       |   |   |   |   |   |
| Langdon      |  |                                       |   |   |   |   |   |
| Lempster     |  |                                       |   |   |   |   |   |
| Newport      |  |                                       |   |   |   |   |   |
| Plainfield   |  |                                       |   |   |   |   |   |
| Springfield  |  |                                       |   |   |   |   |   |
| Sunapee      |  |                                       |   |   |   |   |   |
| Unity        |  |                                       |   |   |   |   |   |
| Washington   |  |                                       |   |   |   |   |   |

- 3. Does your organization serve the entire county?**

- 4. What other organizations(s) provide(s) similar programs in the county?**

**SULLIVAN COUNTY**  
**INSTRUCTIONS - PROPOSAL FORM 3**  
**INSTRUCTIONS FOR GOAL AND OBJECTIVE CHART**

Please complete a Goals and Objectives chart for each program for which County funds are requested. Language should be clear and understandable. Refrain from using jargon familiar to your program only. *An example is shown on page six.*

A goal is the end result that the program is trying to achieve. It is a description of the intended change in a condition/situation or its effects on people.

An objective is a short-term accomplishment to bring about the goal. Objectives are:

- Quantifiable/measurable
- Time referenced
- Realistic/attainable
- Specific
- Compatible with goal

The purpose of having goals and objectives are to help:

- Identify and define desired changes and improvements, not simply continuance of status quo.
- Make possible clear definitions of accountability.
- Make possible measurement of program and organizational effectiveness.
- Focus attention on end results rather than activity.
- Stimulate creative thinking.
- Provide a sense of direction.
- Provide a basis for rational utilization of scarce resources.

**SULLIVAN COUNTY**  
**PROPOSAL FORM 3**  
**GOAL AND OBJECTIVE CHART**

**ORGANIZATION:** \_\_\_\_\_ **PROGRAM:**

**PROGRAM GOAL:**

| PROGRAM OBJECTIVES<br>NEXT (APPLICATION)<br>YEAR FY | PROGRAM OBJECTIVES &<br>ACCOMPLISHMENTS<br>TO DATE<br>THIS YEAR FY | PROGRAM OBJECTIVES &<br>ACCOMPLISHMENTS<br>LAST YEAR FY |
|---|--|---|
|   |  |   |

C.6.

## SULLIVAN COUNTY COMMISSIONERS

PROPOSAL FORM 3GOAL AND OBJECTIVE CHART

ORGANIZATION: \_\_\_\_\_ PROGRAM:

PROGRAM GOAL:

| PROGRAM OBJECTIVES<br>NEXT (APPLICATION)<br>YEAR FY  | PROGRAM OBJECTIVES<br>& ACCOMPLISHMENTS<br>TO DATE<br>THIS YEAR FY   | PROGRAM OBJECTIVES &<br>ACCOMPLISHMENTS<br>LAST YEAR FY                         |
|--|--|---|
| 1. <i>To serve one home meal per day 5 days per week, to an average of 35 home bound people during the year (9100 meals)</i>   | <i>Same objective for 32 people. Served average of 30 people per day in first 2 months of FY 95.</i>                               | <i>Same objective for 28 people (7280 meals). 7300 meals actually serviced.</i> |
| 2. <i>To telephone daily by volunteers all known and verified isolated, home-bound people in order to ensure their safety during the program year. (12 individuals, 12 volunteers, 4368 telephone calls anticipated)</i> | <i>Same objective for 6 people/volunteers/2190 calls. Service started in Dec. 1994, 6 volunteers recruited, 2 people enrolled.</i> | <i>Service not provided</i>   |

| PROPOSED BUDGET FOR FISCAL YEAR 20__                             | GRAND<br>TOTAL | MANAGEMENT<br>& SUPPORT | PROGRAM<br>TOTAL | PROGRAMS |      |      |      |      |      |
|--|----------------|-------------------------|------------------|----------|------|------|------|------|------|
| BY PROGRAM & MANAGEMENT  | 1              | 2                       | 3                | A        | B    | C    | D    | E    | F    |
| <b>REVENUES</b>  |                |                         |                  |          |      |      |      |      |      |
| 1 Sullivan County  |                |                         |                  |          |      |      |      |      |      |
| 2 Government Grant:  |                |                         |                  |          |      |      |      |      |      |
| 3 Government Grant:  |                |                         |                  |          |      |      |      |      |      |
| 4 Government Grant:  |                |                         |                  |          |      |      |      |      |      |
| 5 Client Paid Fees   |                |                         |                  |          |      |      |      |      |      |
| 6 Fees Paid By Other Than Client                                 |                |                         |                  |          |      |      |      |      |      |
| 7 United Way   |                |                         |                  |          |      |      |      |      |      |
| 8 Foundations  |                |                         |                  |          |      |      |      |      |      |
| 9 Sale of Material   |                |                         |                  |          |      |      |      |      |      |
| 10 Contributions, Dues, Special Events                           |                |                         |                  |          |      |      |      |      |      |
| 11 Investment Income   |                |                         |                  |          |      |      |      |      |      |
| 12 Other:  |                |                         |                  |          |      |      |      |      |      |
| 13 TOTAL REVENUE (Add 1 through 12)                              | \$ -           | \$ -                    | \$ -             | \$ -     | \$ - | \$ - | \$ - | \$ - | \$ - |
| <b>EXPENSES</b>  |                |                         |                  |          |      |      |      |      |      |
| 14 Salaries  |                |                         |                  |          |      |      |      |      |      |
| 15 Employee Benefits   |                |                         |                  |          |      |      |      |      |      |
| 16 Payroll Taxes   |                |                         |                  |          |      |      |      |      |      |
| 17 Professional Fees   |                |                         |                  |          |      |      |      |      |      |
| 18 Supplies  |                |                         |                  |          |      |      |      |      |      |
| 19 Telephone   |                |                         |                  |          |      |      |      |      |      |
| 20 Postage   |                |                         |                  |          |      |      |      |      |      |
| 21 Occupancy   |                |                         |                  |          |      |      |      |      |      |
| 22 Equipment   |                |                         |                  |          |      |      |      |      |      |
| 23 Printing  |                |                         |                  |          |      |      |      |      |      |
| 24 Travel  |                |                         |                  |          |      |      |      |      |      |
| 25 Conferences, Meetings   |                |                         |                  |          |      |      |      |      |      |
| 26 Insurance   |                |                         |                  |          |      |      |      |      |      |
| 27 Staff Development   |                |                         |                  |          |      |      |      |      |      |
| 28 Other:  |                |                         |                  |          |      |      |      |      |      |
| 29 TOTAL EXPENSES (Add 14 through 28)                            | \$ -           | \$ -                    | \$ -             | \$ -     | \$ - | \$ - | \$ - | \$ - | \$ - |
| 30 MANAGEMENT EXPENSES (line 29, col. 2) Distributed To Programs |                |                         |                  |          |      |      |      |      |      |
| GRAND TOTAL: PROGRAM EXPENSES                                    |                |                         |                  |          |      |      |      |      |      |
| 31 (Total Lines 29 and 30)                                       | \$ -           | \$ -                    | \$ -             | \$ -     | \$ - | \$ - | \$ - | \$ - | \$ - |

Viewed and approved by Board MM/DD/2013

Deadline Dates updated 12/27/2012

0.7



**SULLIVAN COUNTY**  
**PROPOSAL FORM 5**

If funding is allocated by Sullivan County, we agree to supply the following:

1.     \_\_\_     Quarterly financial statements including total budget, year-to-date expenses and revenue, and fund balance;
2.     \_\_\_     Quarterly statistical program report;
3.     \_\_\_     A written update of any major program, staff, or financial change.

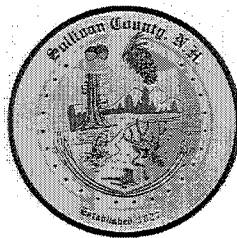
We understand that funding from Sullivan County is contingent upon appropriation by vote of the County Delegation and subject to the above terms. The County fiscal year is July 1 to June 30.

We understand approved payments will be made quarterly, contingent on the County receiving specific documentation from our program that indicates said funds were used to substantiate specific programs.

We also understand approved quarterly payments will be released upon receipt of a bill from our organization and that the fourth quarter invoice and documentations is received by the Commissioners Office within the fiscal year end, June 30, 2014.

\_\_\_\_\_  
SIGNATURE AND TITLE OF PERSON PREPARING THIS PROPOSAL     DATE

\_\_\_\_\_  
SIGNATURE OF BOARD CHAIR OR PRESIDENT     DATE





GRANT APPLICATIONS  
AVAILABLE  
FOR  
Non-profits

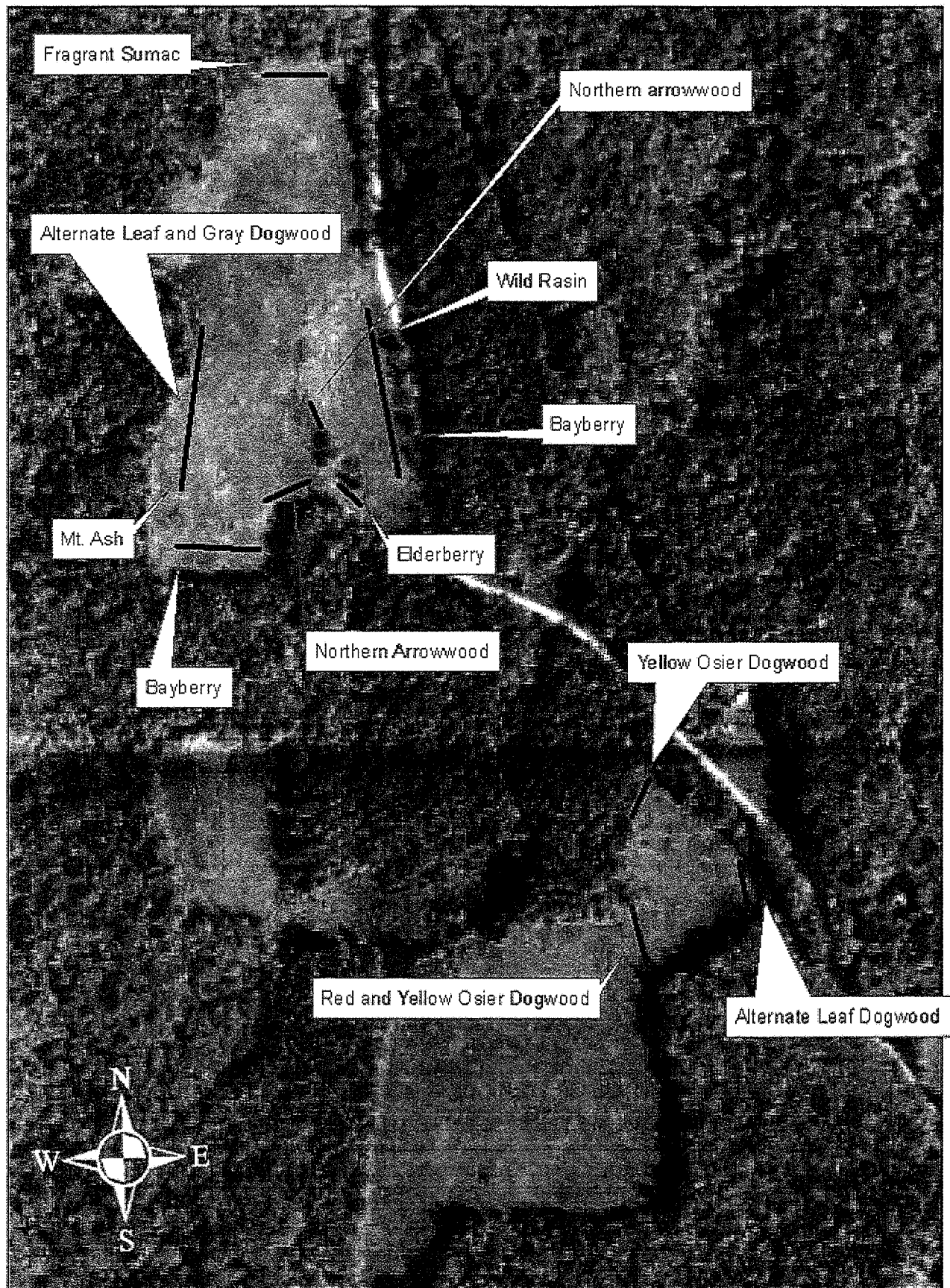
See details on Programs & Grants page:  
[www.sullivancountynh.gov](http://www.sullivancountynh.gov)

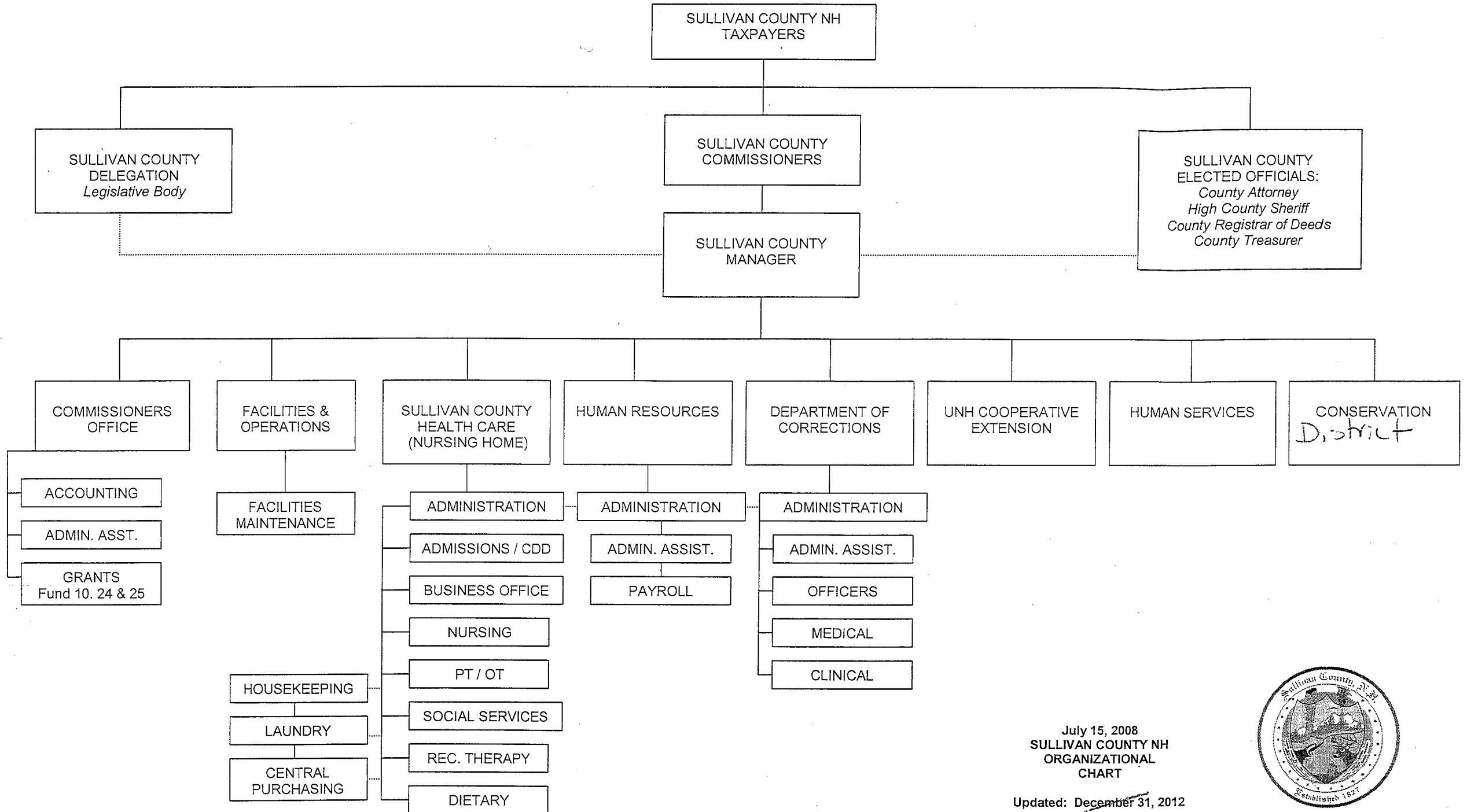
or call: 603.863-2560

Deadline: Fri. March 15<sup>th</sup> 4:00 PM

# 2012 SCC Shrub Thicket Plantings 1600 Stems

Appendix I





July 15, 2008  
SULLIVAN COUNTY NH  
ORGANIZATIONAL  
CHART

Updated: December 31, 2012  
January 2, 2013





Appendix J.I

December 2012

Volume 2, Issue 1

**Chair: Dr. Middleton K. McGoodwin,  
Superintendent of  
Schools, SAU 6**

## Membership

- Communities United Regional Network
- Claremont School District
- Newport School District
- Fall Mountain School District
- Sullivan County Department of Corrections
- Community Alliance Human Services
- UNH Cooperative Extension
- Good Beginnings
- Turning Points Network
- West Central Behavioral Health

## Strengths Weaknesses and Analysis Team: Who Are We? What Are We Doing?

In November 2011, Leaders throughout Sullivan County and representing the state came together to look at policies, programs, and effectiveness of enforcement and judicial systems for both youth and adults who become involved in the judicial system. They initially found both strengths and opportunities for growth:

### Strengths

- ⇒ Diversion works, saves money and reduces recidivism
- ⇒ School referrals to programming at Community Alliance
- ⇒ Mentoring at Stevens High and Riverside Middle School (need more funding)
- ⇒ Strengthening Families Program in Claremont (need more trainers)

- ⇒ Strong collaboration amongst partners
- ⇒ Increased awareness
- ⇒ Family integration at House of Corrections
- ⇒ Health Rocks / UNH
- ⇒ Newport School District prevention strategies identifying high risk youth

### Opportunities for Growth

- ⇒ More Student Assistant Professionals
- ⇒ Healing/merging fractured systems
- ⇒ Early intervention- early identification- (trained personnel in schools)
- ⇒ Resources for party dispersal (policy-ordinance)
- ⇒ How we use resources can be improved- let go of egos and ownership
- ⇒ How we collaborate can be improved
- ⇒ Make better use of what



At risk youth impact communities

- programs we have
- ⇒ Gap of DCYF involvement
  - ⇒ Lack of medical-school collaboration
  - ⇒ Too many silos
  - ⇒ Not enough teeth in juvenile consequences (although some disagreed with this)
  - ⇒ Involve businesses to allow parents time to assist their own kids.

### Action Step:

Formation of this sub-committee (the SWAT Team) to identify current programs,

## Where is SWAT headed?

The goal is to develop integrated systems for at risk youth. This includes changed policies, and integration of resources toward measurable near and long term reduction of school and community youth behavioral incidence, and a plan for continued development of effective collaboration.

Since the conference, the SWAT has looked more closely at each of the individual areas and has considered:

- 1) Understanding core causes, and key contributing factors.
- 2) Integration of community resources and ways to integrate support, and to continue integration of what is needed to overcome barriers.
- 3) Identification of top priorities.

## Inside this issue:

Gaps and Barriers 2

2013 Goals 3

Steps to Take 4

Communities United



**See [www.Preventionworksnh.org](http://www.Preventionworksnh.org)**

Supported in part or whole by the Bureau  
Drug and Alcohol Services and the Drug Free  
Communities Grant ONDCP

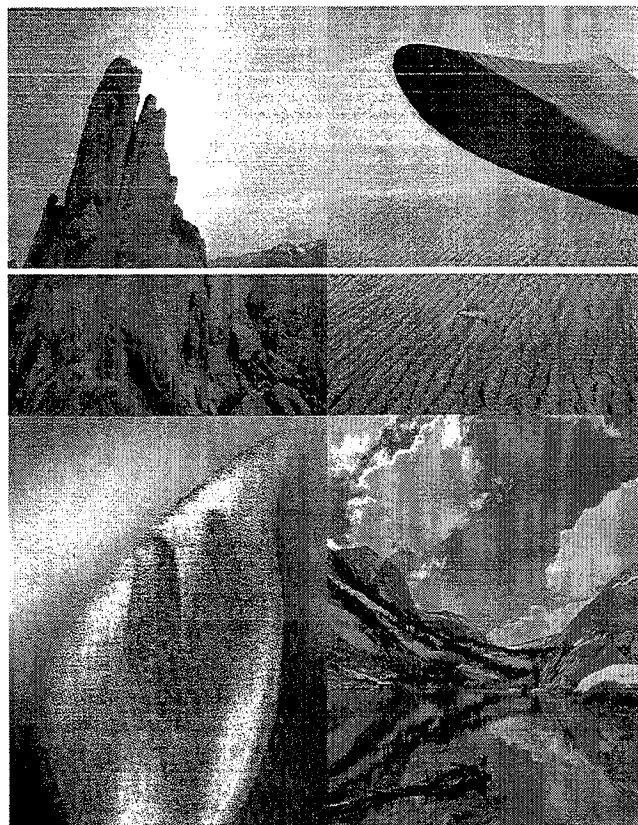
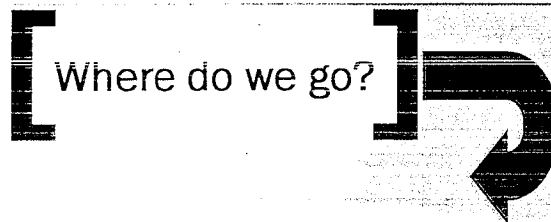
Phone: 603-477-5565  
E-mail:  
[lhennig@sullivancountynh.gov](mailto:lhennig@sullivancountynh.gov)

**More integrated systems  
for at risk and behavioral  
challenged youth in  
greater Sullivan County**



**Common gaps and barriers to supporting at risk youth and  
those with behavior challenges**

- ◆ Gaps due to loss of CHINS
  - School needs
  - Parent needs
  - What JPPO involvement can offer now verses what is desired
  - What pieces are missing for courts
- ◆ At time of crises – point of contact reaching out to multiple entities
- ◆ Challenged families
- ◆ Substance abuse
- ◆ Homelessness
- ◆ Lack of aspiration – Hopelessness or opportunity to belong to something



# Challenges

We need to overcome these....

1. Mental Illness
2. Need for Safe and Supportive Environment
3. Abuse
4. Lack of Adult Guidance
5. Hunger

## **Goals for 2013:**

### ***Mentoring and Adult Role Models***

*Finding a variety of ways for adults to volunteer*

*Reaching businesses—getting them involved in a variety of ways*

*Finding ways to work together—pooling resources and sharing opportunities*

### ***Systems Improvement***

*Systems improvement as developed and recommended by Resource and Collaboration Council, FRAMEWORKS: (DCYF and Juvenile probation representatives)*

*Capture status of current efforts toward positive behavioral intervention*

*Measuring the success of initiatives*

*Defining categories of success*

*Systems approaches to Tier II or similar negative behaviors*

*For example, anger, communication issues, self-esteem, need for counseling*

*Are there other behaviors we need systems approaches for?*

### ***Improving Collaboration Between Schools and the Community***

*Create process for the community to provide resources/for schools to reach out when resources are needed*

*When, why and how does this occur?*

*How can we build on what exists/create new systems?*

### ***Connecting Individuals with Resources***

*Targeted information sheets by subject*

*What's available to help*

*How can I help—talk with kids, help for AOTD issues, mental health supports*

*How can your organization help with this?*

*Casting the net to find families who need help and get them information*

*Cast the net to have people get involved—schools need to develop opportunities*

By identifying what we need we can then identify and build below  
toward improvement for at risk and  
behaviorally challenged youth

Develop Guidance

Programming,

Instruction

Shared information

Supports

Consequences

Identify what do we tackle as separate subgroups (i.e. schools)

**Thank you for helping us with this project!**

---

**DO YOU WANT TO  
BE INVOLVED?**

---



Here's what you can do: